

**BY ORDER OF THE COMMANDER
341ST SPACE WING**

**AIR FORCE MANUAL 23-110, VOLUME II,
PART TWO, CHAPTER 5**



**341ST SPACE WING
Supplement 1**

23 February 2004

Supply

**BATCH MODE PROCESSING PROCEDURES –
DAILY, MONTHLY, QUARTERLY,
SEMIANNUAL, AND ANNUAL REPORTS AND
LISTINGS**

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The OPR for this supplement is PMI-DCSI SBSS (Mrs. M. Budzienski). This supplement implements and extends the guidance of AFMAN 23-110, Volume II, Part Two, Chapter 5, **Batch Mode Processing Procedures – Daily, Monthly, Quarterly, Semiannual, and Annual Reports and Listings**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFMAN. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFI37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Corrects paragraph numbering, identifies the activity responsible for the distribution of reports and listings (paragraph 5.4.) and the activity assigning work order numbers (Attachment 5A-1), adds the option to use the M14 (Attachment 5C-14) and deletes references to the M21. A bar (|) indicates revisions from the previous edition.

5.3.3.2.3.3. Maintain a central file in Computer Operations.

| 5.4. Computer Operations is responsible for the distribution of reports and listings.

5A1.4.2. CORSC Computer Operations assigns work order numbers.

5C14.1. ASNUD may be used as an alternative to the M14.

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